



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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January 20, 2004

In Reply Refer To:

1120/1262 (CA912)P

EMS TRANSMISSION: 1/20/04

Instruction Memorandum No. **CA-2004-011**

Expires: 9/30/2005

To: All California Employees

From: DSD, External Affairs

Subject: Upcoming Congressional Visits and the National
Briefing Document System

DD: 3/15/2004

Program Area: Internal/External Communications

Purpose: This Instruction Memorandum (IM) establishes policy on the use of the National Briefing Document System. Briefing documents contained in this system will be used to provide a reliable, searchable, and centralized source of information on key issues for the State Director and Director.

Policy/Action: This IM mandates the use of the National Briefing Document System for storage of all Bureau related briefing documents and requires that all briefing papers are brought up to date by March 15, 2004 in time for D.C. Congressional Visits by the State Director. Instructions for preparing and editing a briefing document can be found at <http://web.blm.gov/internal/wo-600/610/briefing/index.htm>.

It is extremely important to change the date on the briefing paper when the paper has updates (other than spelling or grammar updates, and administration updates). Remember to keep it short. Your briefs represent your local manager and the State Director's best effort at briefing the Director on important issues.

Timeframe: This IM is effective immediately and will remain in effect until further written notice.

Budget Impact: Low.

Background: The National Briefing Document System was established July 2002 as a centralized source of up-to-date summaries of Bureau issues, events, and program updates. The briefing papers are used by senior management inside BLM and by the Department to make policy decision, write Congressional testimony, create speeches, get updates on issues, and for a wide variety of other purposes.

Manual/Handbook Sections effected: None

Process: The responsibility for generating briefing documents, as well as the responsibility for maintaining their accuracy, currency, and quality of content remains with each field office manager or deputy state director.

Contact: Questions may be referred to Jan Bedrosian (916) 978-4616 or John Dearing (916) 978-4622. Technical questions may be referred to Mary Lou West (916) 978-4612 or Fern Shepard (916) 978-4547.

Signed by:
Tony Staed
DSD, External Affairs

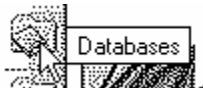
Authenticated by:
Richard A. Erickson
Records Management

1 Attachment

1. Instruction for accessing National Briefing Document System (1 page)

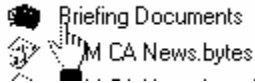
Accessing National Briefing Document System

1. If you have used the National Briefing Document system in the past, **please delete any "shortcut"** you may have on your Workspace or in the Database list. To do this, click on the "database" icon in the vertical toolbar along the left side of your Lotus Notes Window.



2. Remove old Briefing Document shortcuts from the "database" list

- Find Briefing Documents in the "database" list



- Right click on the shortcut
- Select "remove bookmark"

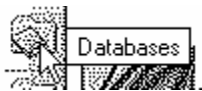
3. Remove old Briefing Document icons from your Workspace

- Click on "Workspace".
- Find any Briefing Document icons
- Click on the icon one time to select it
- Press the "delete" button on your keyboard.

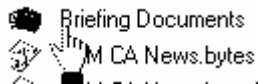
4. Open the NEW National Briefing Document System on LMWOA1.

- From the Lotus Notes main menu at the top of the window
- Select **File, Database, Open**
- From the "Open Database" window, click the down arrow button after "Server." And select **Other**
- Select the Washington Office Server **LMWOA1** from the drop down list.
- Select **Briefing Documents**
- Click **Open**
- This will open the database and put an icon on your workspace and in your database list.

5. In the future you can **access the database** by clicking on the "databases" icon in the tool bar at the left



and then click on Briefing Documents



Please call if you have questions or need assistance going through these procedures.
Mary Lou West (916) 978-4612 or Fern Shepard (916) 978-4547.